

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
BUILDING AND LAND REGULATION ADMINISTRATION  
OFFICE OF THE SURVEYOR**

**REQUEST FOR SUBDIVISION**

\*Initial fee: \$196.00      \*\*Deed Required      Order No. \_\_\_\_\_  
\*An Additional fee will be charged for more difficult lots      Sub. \_\_\_\_\_

**\*\* SUBDIVISIONS WILL NOT BE PREPARED WITHOUT COPY OF DEED. NO EXCEPTIONS!!**

**I hereby furnish the following information and request that a plat of subdivision be prepared as hereinafter described:**

LOCATION: \_\_\_\_\_

Square \_\_\_\_\_

Lots \_\_\_\_\_

**OWNERS OF RECORD (Please Type or Print) Historic \_\_\_ Yes \_\_\_ No \_\_\_ initials**

(a) If Corporation

\_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(Name and Title of President or Vice-President)

\_\_\_\_\_  
(Name and Title of Corporate Secretary)

(b) If Partnership or Joint Venture (Give Names and Titles)

\_\_\_\_\_  
(Association Name)

(c) If Individual

(d) Other

If additional space is required, please attach a supplemental sheet. It should be noted that the above information must be accurate because these names will appear on the subdivision plat, and they must be the owners of record as of the date of signing and recording the subdivision. **ANY INACCURACIES MAY RESULT IN DELAY AND/OR ADDITIONAL EXPENSES.**

I certify that the above information is true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

## **ADDENDUM**

The Zoning Administrator is requesting the following in order to review any subdivision plat for zoning compliance. The provisions of DCMR 10, Section 2703 require a preliminary sketch, drawn to scale and including but not limited to the following;

1. Boundary of the land to be divided;
2. Man made features, such as buildings, structures, walls, fences, culverts and sewers. (Be sure to indicate length and width dimensions, setbacks, and number of stories);
3. The zoning district and its boundary lines within the land involved; and
4. The layout of existing and proposed squares and lots with building restriction lines.

When submitting the original Mylar plat for approval by the Zoning Administrator, the scaled sketch showing the above items must be provided with the subdivision plat.